

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

RPA #22-029

CLASSIFICATION TITLE Student Assistant	OFFICE/BRANCH Central Valley Regional Office/Stakeholder Management and Communications	LOCATION Fresno
WORKING TITLE Administrative Student Assistant	POSITION NUMBER 311-620-4870-901	EFFECTIVE DATE 9/7/2021

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's (Authority) Information Officer II, or designated representative of the Authority, the Student Assistant will support the Stakeholder Management and Communication team by assisting with the execution of Authority events, drafting of public outreach presentations and materials, and attending and monitoring public meetings. The Student Assistant will also assist with services related to the Business Administration Unit by performing supply inventory analysis, front desk coverage, and receiving and cataloging goods and supplies. Students with academic majors in Communications, Journalism, Public Administration, Political Science or Business Administration are encouraged to apply.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 40% **Outreach**
(E)
- Develops and edits presentations, speaking materials and correspondence about the high-speed rail project for dissemination to community members and stakeholders.
 - Supports the communications team with planning public outreach events, including the setting up and tearing down of equipment at community meetings.
 - Attends and monitors public meetings; assists with notetaking and supports the Central Valley Regional office with responses to inquiries from stakeholders.
 - Assists with inventory and purchasing of outreach equipment.
 - Drafts content for social media accounts that include project updates, construction photos and other program milestones.
- 35% **Administrative Support**
(E)
- Supports the administrative team by creating and maintaining supply inventory templates and alerts the procurement manager when supplies are needed.
 - Creates trend analysis for orders/supplies and makes suggestions for ordering.

- Assists regional staff (as needed) with clerical work that includes but is not limited to typing letters, creating spreadsheets, printing, copying and other office duties.

20% **Customer Service**

(E)

- Supports Central Valley Regional Office by providing customer service to members of the public and provides coverage of the front desk (as coverage is needed).
- Receives, catalogues and (when directed) distributes all deliveries and mail received.

5% (M) Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES:

Knowledge of: Techniques of preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good relations with news media and other public groups; California State Government and principles of public administration.

Ability to: Write, edit, and prepare for publication or reproduction news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material; speak effectively; analyze data; assume responsibility for the administration of a public information program.

DESIRABLE QUALIFICATIONS:

- Proficient written and verbal communication skills.
- Knowledge of business services, communications, political science or public administration.
- Understanding of the Public Records Act process.
- Knowledge of Public Meeting Act Law and requirements, and principles of transparency in state government.
- Ability to represent the Authority in a variety of settings.
- Working knowledge of personal computer operating systems and software, including basic Microsoft Office is desirable.

SPECIAL PERSONAL CHARACTERISTICS

Currently enrolled student.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent works under close supervision and performs a variety of tasks as a learner.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

Consequence of error is minimal and would only result in a learning experience for the Student Assistant because all work is reviewed before being finalized.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

WORK ENVIRONMENT:

Position may require travel to public meetings and outreach events outside of normal business hours.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee:

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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